

19 July 1962

**SUBJECT: Transmittal of Information on CIA Covert or Clandestine Activities**

1. It is the policy of the Agency to restrict to the greatest possible degree, on a strict "need-to-know basis," knowledge of covert or clandestine activities conducted by the Agency, to place as little of this information as possible in memoranda prepared for issuance outside the Agency, and to insure that any information released (regardless of degree of classification) is strictly for the use of the heads of other departments and agencies, or those officers of other agencies with a distinct need to know.
2. To insure that this policy is rigidly adhered to, the following channels will be used for transmittal of information on covert and clandestine activities:
  - a. Such information requested by the White House staff will be coordinated with the DD/P and channeled through the DCI or DDCI.
  - b. Such information for the President's Foreign Intelligence Advisory Board will be channeled through the Office of the Executive Director.
  - c. Such information for the Congress will be coordinated with the DD/P and channeled through the DCI or DDCI.
  - d. Such information for any other agencies of the Government will be channeled through the Deputy Director (Plans).

3. In the event requests for information on covert or clandestine activities reach the Agency through other than normal communications channels, clearances will be obtained from the DD/P prior to taking action, and the channels established in paragraph 2 above will be used for subsequent transmittals.

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

LBA/jrc  
Downstream DDCI:MBC

**Distribution:**

Org - DCI  
1 - DD/P  
1 - DD/I  
1 - DD/R  
1 - DD/S  
1 - Comptroller  
2 - Inspector General  
1 - General Counsel  
1 - AD/NR  
1 - Executive Director  
1 - DDCI  
1 - XE

~~SECRET~~

(CLASSIFICATION)

63-1411

CENTRAL INTELLIGENCE AGENCY

ADM-5

## EXECUTIVE MEMORANDUM

OFFICE OF THE DIRECTOR

91

EXECUTIVE MEMORANDUM N  
18 February 1963

DATE \_\_\_\_\_

## MEMORANDUM FOR:

DEPUTY DIRECTOR (PLANS)  
DEPUTY DIRECTOR (INTELLIGENCE)  
DEPUTY DIRECTOR (RESEARCH)  
DEPUTY DIRECTOR (SUPPORT)  
COMPTROLLER  
INSPECTOR GENERAL  
GENERAL COUNSEL  
ASSISTANT DIRECTOR  
FOR NATIONAL ESTIMATES

---

---

---

---

This memorandum contains information for the addressees. Addressees may give this memorandum additional circulation within their components as required. All copies should be destroyed not filed, upon completion of circulation. A master file will be kept in the Executive Director's Office and will be available upon request.

~~SECRET~~